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13 JAN 1956

MEMORANDUM FOR: Head of Administration Career Service

SUBJECT: Quarterly Report of Activities of the Career Services for the Period Ending 31 December 1955.

REFERENCE: Memorandum dated 25 February 1955 from Chairman, CIA Career Council to Heads of Career Services, Subject: Reporting Activities of the Career Services.

1. In accordance with the referenced memorandum, the quarterly report of the activities of your Career Service for the period 1 October to 31 December 1955 is due on 16 January 1956.

2. A summary of the reports submitted by the various Career Services will be prepared by the Development Staff, Office of Personnel and made available to the CIA Career Council, Operating Officials, and Chairmen of Career Service Boards and Panels in order to disseminate throughout the Agency information concerning Career Service activities. A Summary Report for the period of 1 July to 30 September 1955 was forwarded to the above-mentioned officials on 15 December 1955.

3. Prompt submission of subject report including any information on major changes made in the organizational structure of your Career Service since the last report will be appreciated. In addition, all issuances and notices of the Office or Career Service concerned, issued during this quarter, that relate to membership, composition, organization, and policies of your Career Board or Panels should be attached to the report.

FOIAB3B

Harrison G. Reynolds
Chairman,
CIA Career Council

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